



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

August 2003

Dear High School Principal:

Two Missouri high school students (junior or senior) will participate in the United States Senate Youth Program to be held in Washington, D.C., from Saturday, February 28 through Saturday, March 6, 2004. This program was created in 1962 by United States Senate Resolution and is financed by the William Randolph Hearst Foundation to encourage elected high school student leaders across the nation to “deepen their interest in and understanding of their country's political processes.” This week of intense study will provide the delegates with a brief introduction into the work and functions of the U.S. Senate in particular and of the federal government in general. In addition to the all-expenses-paid trip to Washington, D.C., each delegate will be eligible to receive a \$5,000 scholarship award. The attachments provide more complete information on both the scholarship and program activities.

The task at hand is to select two students from all elected high school student body officers in Missouri to represent the state in the Year 2004 United States Senate Youth Program. **You, as principal, are responsible for deciding if your school will enter a candidate into the statewide selection process. If you decide to do so, you are responsible for determining your school's candidate selection process and the administration of that process.**

You are free to use any fair procedure you deem appropriate to select one candidate from your school. Following are the requirements set by the Hearst Foundation:

- The nominee must be a junior or senior who has not served previously as one of Missouri's program delegates.
- The nominee must be CURRENTLY serving in an ELECTED capacity in any one of the following offices:
 - Student body president, vice president, secretary, or treasurer
 - Class president, vice president, secretary, or treasurer
 - Student council representative
 - Student representative to a district, regional, or state-level civic or educational organization
- The nominee must be a PERMANENT RESIDENT of the United States.

- The nominee must be currently enrolled in a public or private secondary school located in the state in which either one of his or her parents or guardians legally resides.
- To be a delegate from Missouri, the nominee must be enrolled in a school that is located within the State of Missouri.

The nominee selected to represent your school will need to complete an application form (see Part I of U.S. Senate Youth Program Application, which is attached). You, or a school official designated by you, will need to complete a confidential school recommendation statement (see Part II of the U.S. Senate Youth Program Application, which is also attached). Finally, *you* must sign page 4 of the student's nomination form, which is the last page of Part II.

Please forward the application forms and a copy of the applicant's transcript of high school grades to Mrs. Donna Cash, Administrative Assistant, Curriculum and Assessment Section, Department of Elementary and Secondary Education, P. O. Box 480, Jefferson City, Missouri 65102-0480.

(NOTE: ONE COMPLETE SET OF ALL APPLICATION ITEMS—WITHOUT EXCEPTION, I.E., INCLUDING TRANSCRIPTS—MUST BE POSTMARKED NO LATER THAN FRIDAY, OCTOBER 3, 2003.)

A selection committee established by the Missouri Department of Elementary and Secondary Education will review all applications and select eight finalists. These eight students will then be invited to travel to Jefferson City, Missouri, to appear before an interview committee tentatively on Thursday, November 6, 2003, where final selection of Missouri's two delegates and a first and second alternate will be made. Please feel free to announce the winner in your local school and to state that he or she will be one of the candidates competing for the honor of representing Missouri.

Although final selection of the Missouri representatives will be made tentatively on Thursday, November 6, 2003, the winning students will not be notified by the Hearst Foundation until early December. We will notify all finalists of the winners shortly thereafter.

Sincerely,

Randy Rook

Randy Rook
Director, Federal Grants Management &
Missouri Coordinator, U.S. Senate Youth Program

Attachments: U.S. Senate Youth Program Application Form 2003 United States Senate
Youth Program: Description and Rules